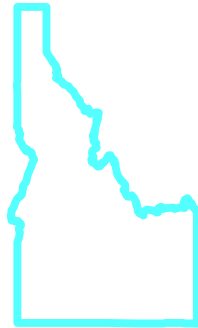


Oversight Agreement



Idaho Transportation Department

Federal Highway Administration

Idaho Division

Original Signed By:

Stephen A. Moreno
Division Administrator

Date

Original Signed By:

Dwight M. Bower
Director ITD

Date

**ORIGINAL SIGNED 11/01/02
REVISED 11/17/03**

Federal Aid Oversight Agreement

This agreement addresses the Idaho Transportation Department's (ITD's) assumption of FHWA's project responsibilities on select projects as provided by 23 USC 106(c). It incorporates operating procedures and agreements reached between the FHWA Idaho Division and ITD that facilitate project development and construction. The project and program-level responsibilities of each agency are presented in the attached matrix entitled "2003 ITD-FHWA Oversight Agreement."

The project responsibilities that can be assumed by ITD, as provided in 23 USC 106, include: design, plans, specifications, estimates, contract awards and inspection of Federal aid projects. The ITD's manuals contain FHWA and ITD agreements on responsibilities, procedures and actions. The manuals are approved by FHWA for use on Federal aid projects. Other agreements between FHWA and ITD may be included as part of this agreement and referenced in the attached matrix. The list of manuals and agreements are attached to the matrix. As new agreements are developed that affect project actions, they will be referenced and listed.

This agreement defines the project approval authorities assumed by ITD. ITD's responsibility applies to both ITD administered and local public agency (LPA) administered projects. By signing this document, ITD agrees:

1. All project actions will be carried out on behalf of FHWA according to laws, regulations, policies and established agreements, and
2. Processes and controls are in place to fully implement these responsibilities.

When actions being considered are not in compliance with the applicable laws, regulations, policies and established agreements, ITD will request prior approval from FHWA to ensure Federal aid participation. Procedures have been established to ensure that actions taken, which are not in compliance with applicable laws, regulations, policies and established agreements, are identified by ITD and coded in ITD's accounting system as Federal aid non-participating.

FHWA is responsible for overall program oversight and ensuring compliance with Federal requirements in the delivery of the Federal aid highway program. FHWA's responsibility is implemented through this agreement and oversight/stewardship activities performed by the FHWA Idaho Division. FHWA oversight activities include process reviews, program evaluation, program management activities, and project involvement activities. FHWA will conduct verification activities to assure that the laws, regulations, policies and agreements are followed by ITD in carrying out the assumed responsibilities.

Annually, FHWA and ITD will review the program of scheduled projects to determine which projects will be administered as FHWA full oversight projects and which will be carried out as described in the attached matrix. ITD (Roadway Design) will initiate this action.

Annually ITD (Asst. Chief Engineers) and FHWA (Asst. Division Administrator) will review this agreement and matrix to determine if revisions are necessary.

Biennially FHWA and ITD will jointly conduct Risk Assessments of each functional area to prioritize oversight initiatives and focus review efforts where needed. FHWA (Operations) will initiate this action. FHWA and ITD will jointly conduct reviews and oversight activities to the extent possible and as determined appropriate by both agencies.

The matrix may be modified as approved by the appropriate program managers at both FHWA and ITD. Modifications are expected as regulations, programmatic agreements or manuals are revised. Revisions to the matrix will be listed as footnotes to the matrix. The footnote will include the activity changed, date of change, reason for the change and names and titles of the approval authority.

A schedule for conducting the activities and developing controls & procedures discussed above is attached.

This agreement will be revised to conform to laws and regulations, as necessary, or at the request of either ITD or FHWA.

ACTION PLAN – Federal Aid Oversight Agreement

Action & Description	Assigned to <u>ITD/FHWA</u>	Target Date
ROW Certifications Agreement	Bill Smith, Scott Frey	January 2004
<ul style="list-style-type: none"> The agreement will include a process for developing, reviewing and approving ROW certifications. Except as described, FHWA would not be involved in individual project certifications. 		
Review agreement and matrix	Asst. Chief Engineers, Asst. Division Administrator	Annually in October
Develop FHWA full oversight project list	ITD Roadway Design, Field Operations Engineer	Annually in January
Initiate risk assessment process	Asst. Chief Engineers, Field Operations Engineer	Biennially in June
FHWA Sponsored Training	Asst. Chief Engineer (Operations), Training Coordinator/Field Operations Engineer, Training Coordinator	July/August 2004 & Annually
ITD/FHWA Joint Reviews	Asst. Chief Engineers, Division of Administrative Services, Division of Planning/Field Operations Engineer, Finance/CR Program Manager/Asst. Division Administrator	August 2004 & Annually

ITD/FHWA Manuals & Operating Agreements

ITD Manuals (approved by FHWA for use on Federal aid projects)

ITD Design Manual
Right of Way Manual
Access Policy
Materials Manual
LPA Guidelines
Contract Administration Manual
Traffic Manual
Supplemental and Standard Specifications
Standard Drawings
Bridge Manual
Environmental Process Manual
Contract Compliance Plan
DBE Plan
Title VI Plan
Affirmative Action Plan
Utility Accommodation Policy

ITD Manuals (Review and Comment by FHWA)

Maintenance Manual
Financial Services Manual

Operating Agreements

NEPA/404
ESA Section 7
ESA Informal consultation

ACCOUNTING FOR NON-PARTICIPATING ITEMS ON FEDERAL-AID PROJECTS

Background: 49 CFR Part 18 provides "Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments." Section 18.20 discusses the standards for financial management systems, including the requirement that systems "permit the tracing of funds to a level of expenditures adequate to establish that such funds have not been used in violation of the restrictions and prohibitions of applicable statutes." Reference is made to OMB (Office of Management and Budget) cost principles, which are to be followed in determining the reasonableness, allowability, and allocability of costs. OMB Circular A-87 applies to State, local or Indian tribal governments; A-21 applies to educational institutions. 48 CFR Part 31, Contract Cost Principles and Procedures, applies to for-profit organizations. Other cost eligibility regulations specific to the Federal-aid highway program are contained in various sections of 23 CFR and 49 CFR.

Types of ineligible costs: As discussed above, the eligibility of costs is determined through use of the applicable cost principles. The following list, though not exclusive, provides some examples of Federal-aid project costs that would be considered ineligible.

- Costs incurred prior to FHWA authorization;
- Costs not adequately documented;
- Material that does not meet the requirements of the plans and specifications;
- Material that is not incorporated into the project;
- Work that does not conform to 23 CFR 635 Subpart D;
- Work that does not conform to 23 CFR 637
- Work that is outside the scope of an approved project;
- Costs related to contract claims where it was determined that ITD was negligent;
- Costs related to maintenance;
- Donations (land, services, materials) that are not identified on applicable State/local agreements and/or ITD 2101 forms.

Responsibility: ITD has overall responsibility for management of all Federal-aid projects, ensuring compliance with applicable Federal requirements. ITD will have procedures in place to identify ineligible work. When ineligible work is identified, related costs must be coded non-participating and recorded as such in the project accounting records.

FHWA is ultimately accountable for ensuring that the Federal highway program is delivered consistent with established requirements. As outlined in the FHWA-ITD oversight agreement, FHWA carries out this responsibility on a project-by-project basis for full-oversight projects. For State-administered projects (wherein ITD has assumed certain project approval authorities), FHWA fulfills its responsibility in part through program evaluations (e.g., continuous process improvement initiatives, process reviews, etc.). Therefore, FHWA can also make ineligibility determinations.

Process: To provide consistency and ease in managing Federal-aid projects and records, the process for declaring costs as non-participating will be identical for all projects, regardless of which agency makes the determination. A form has been developed for use by both ITD and FHWA (see attached). It is based on Form FHWA-1367, Federal-aid Ineligibility Notification.

To make it easily distinguishable from other documents, completed forms will be printed on pink paper. As indicated at the bottom of the form, the distribution is as follows:

ITD

District __
Financial Services
Roadway Design
Environment
Construction
Materials

FHWA

Operations
Finance

Federal-Aid Ineligibility Notification

NOTIFICATION NUMBER:

- ☐ Initial
☐ Revised
☒ Cancelled

PROJECT NUMBER:

KEY Number:

TOTAL INELIGIBLE COST

Immediate action should be taken to re-classify the above items as non-participating.

SIGNATURE

TITLE

DATE

DISTRIBUTION:

ITD

- ☐ District No. _____
☒ Financial Services
☐ Roadway Design
☐ Environment
☐ Construction
☐ Materials
☐ Central Files

FHWA (Full Oversight Projects only)

- ☒ Operations
☐ Finance

2002 REVISED ITD - FHWA OVERSIGHT AGREEMENT

CATEGORY / ACTIVITY or ITEM	FHWA Full Oversight INTERSTATE SYSTEM (meeting criteria below)		State Administered NHS, NON-NHS SYSTEM, INTERSTATE (meeting criteria below)		References
	ITD Action	FHWA Action	ITD Action	FHWA Action	
PROGRAMMING					
Project					
Transfer of Funds	Submit	Approve	Submit	Approve	23USC104; 23USC110
Program					
STP Program Match Procedures	Prepare	Approve	Prepare	Approve	23USC133
DESIGN					
Project					
Authorization for PE/RW/CN/UT	Prepare	Approve	Prepare	Approve	23USC120; 23CFR630; A-11-02
Preliminary Plans	Prepare/Approve	Review/Comment	Prepare/Approve	-----	23CFR630
Design Approval	Prepare	Approve	Prepare/Approve	-----	23CFR630/FHWA Policy Memo 7/10/86
Professional Services Agreements & Amendments	Prepare	Approve	Prepare/Approve	Information	23CFR172; B-01-09; A-01-09;B-06-08; A-06-08; ITD Professional Service Agreement Procedures
Final Plans	Prepare/Approve	Review/Comment	Prepare/Approve	-----	23CFR630
Bidding/Contract Award	Prepare	Concur	Prepare/Approve	-----	23USC112(d); 23CFR635.114, DM 10.8.5
Concept Reports	Prepare/Approve	Review/Comment	Prepare/Approve	-----	23CFR630, DM 4.4.4
Geotechnical Reports	Prepare/Approve	Information	Prepare/Approve	-----	23CFR630
Plans, Specifications and Estimate Review	Prepare	Approve	Prepare/Approve	-----	23CFR630.205
SEP-14 Experimental Features Work Plan (Design/Build, Lump Sum Bidding, Bid Averaging)	Prepare	Approve	Prepare	Approve	FHWA Memos 2/13/90, 5/4/95, 2001 FHWA Contract Administration Core Curriculum Manual
Buy America Waivers	Prepare	Approve	Prepare	Approve	23CFR635.410
Bid Tabulations (Interstate and all NHS projects)	Prepare/Submit	Information	Prepare/Submit	Information	23CFR635.113, 620 & 1.23
Public Interest Finding	Prepare	Approve	Prepare/Approve	-----	23CFR635.411& 1.23, DM 5.11.1 & 5.12.3
Utility Agreements	Prepare/Approve	-----	Prepare/Approve	-----	23CFR645
Value Engineering (NHS & \$25 million or more)	Prepare	Information	Prepare	Information	23CFR627, 23USC106(e), DM 1.6
Warranties (NHS Only)	Prepare	Approve	Prepare	Approve	23CFR635.413, DM 5.11
Design Exceptions	Prepare	Approve	Prepare	Approve	23CFR625.3, DM 4.5
Reimbursement for State Furnished Materials and Designated Material Sources (NHS Only)	Prepare	Approve	Prepare	Approve	23CFR635.407
FHWA-45, Bid Price Data (all NHS projects>\$500,000)	Prepare/Submit	Information	Prepare/Submit	Information	23CFR635.113
Experimental Features	Prepare	Approve	Prepare/Approve	-----	23CFR625 & 635

Program					
Professional Services Agreement Procedures	Prepare	Approve	Prepare	Approve	23CFR172
New/Revised Standard Drawings	Prepare	Approve	Prepare	Approve	23CFR630
New/Revised Standard Specifications (a)	Prepare	Approve	Prepare	Approve	23CFR635 & 630
Design Manual/Updates	Prepare	Approve	Prepare	Approve	23CFR625 & 630
Utility Accommodation	Prepare	Approve	Prepare	Approve	23CFR645
Design/Build	Prepare	Approve	Prepare	Approve	FHWA Memos 2/13/90, 5/4/95, TEA-21 Section 1307, Proposed Rule in 10/19/01 Federal Register
TRAFFIC/SAFETY					
Project					
Interstate Median Crossovers	Prepare	Approve	Prepare	Approve	23USC111, A-12-19, DM 6.9
Right-of-Way Use Permits	Prepare/Approve	-----	Prepare/Approve	-----	23CFR710.405, B-12-01, A-12-01
Access Modification	Prepare	Approve	Prepare (Interstate) Prepare/Approve (Non-Interstate)	Approve (Interstate)	23CFR710.401, 23CFR710.409 Idaho Statutes IDAPA 39.03.42 & .43, B- 12-01, A-12-01, DM 4.6.4
Program					
Traffic Manual	Prepare	Approve	Prepare	Approve	23CFR655.603, B-12-16, A-12-16
Traffic Memorandums	Prepare/Approve	Information	Prepare/Approve	Information	
Sign Standards Chart	Prepare	Approve	Prepare	Approve	23CFR655.603, TM 12-150
Work Zone Traffic Control Review and Report	Prepare	Approve	Prepare	Approve	23CFR630.1010, A-12-04, A-12-17, CA 107.06
Highway Safety Improvement Program	Prepare	Approve	Prepare	Approve	23CFR924, A-38-02
ENVIRONMENTAL					
Project					
Programmatic Categorical Exclusion - 771.117 par C or D	Prepare/Approve	Information	Prepare/Approve	Information	23CFR771.117
Documented Categorical Exclusion	Prepare	Approve	Prepare	Approve	23CFR771.117
Environmental Assessment	Prepare	Approve	Prepare	Approve	23CFR771.119
Finding of No Significant Impact (FONSI)	Prepare	Approve	Prepare	Approve	23CFR771.121
Environmental Impact Statement	Prepare	Approve	Prepare	Approve	23CFR771.123, 125 & 130
Record of Decision	Prepare	Approve	Prepare	Approve	23CFR 771.127
Re-Evaluation of Previous Determination	Prepare	Approve	Prepare	Approve	23CFR 771.129
Section 4F	Prepare	Approve	Prepare	Approve	23CFR771.135
Section 106	Prepare	Approve	Prepare	Approve	36CFR800
Endangered Species Act	Prepare	Approve	Prepare	Approve	50CFR402
Program					
Environmental Procedures Manual and Updates	Prepare	Approve	Prepare	Approve	23CFR771
MATERIALS					
Project					
Life Cycle Cost Analysis & Pavement Design	Review	Approve	Review/Approve	-----	23USC106, MM 500
Materials Reports	Review/Approve	Information	Review/Approve	-----	23USC109, A-16-03, MM 200
Geotechnical Reports	Review/Approve	Information	Review/Approve	-----	MM 400
Research Projects	Review/Approve	Concur	Review/Approve	Concur	MM 900

Material Certifications	Prepare	Approve	Review/Approve	-----	23CFR637, Field Test Manual Part II Quality Assurance Program, CM 106.04 & 109.08
Proprietary Products	Prepare	Approve	Prepare/Approve	-----	23CFR635.411, A-16-03, DM 5.11.1
Cost Eligibility Determinations (b)	Recommend	-----	Recommend	-----	
Program					
Qualification of Laboratories, Qualification of Samplers & Testers	Prepare	Approve	Prepare	Approve	23CFR637, CM 114, WAQTC
Test Methods, MTRs, Manuals	Prepare	Approve	Prepare	Approve	23CFR637
Manual Memorandums	Prepare/Approve	Information	Prepare/Approve	Information	23CFR637
BRIDGE					
Project					
Concept Studies	Prepare	Review/Comment	Prepare/Approve	-----	DM 8.7.1
TS&L Plans	Prepare	Approve	Prepare/Approve	-----	23CFR630, 23USC106, BM A-2, DM 5.17
Pre-Final Plans	Prepare	Approve	Prepare/Approve	-----	23CFR630, 23USC106, BM A-2, DM 5.17, DM 8.7
Final Plans	Prepare	Approve	Prepare/Approve	-----	23CFR630, 23USC106, BM A-2, DM 5.17, DM 8.7
Major and Unusual Bridge/Tunnel/Hydraulic/Geotech	Prepare	Approve	Prepare	Approve	23CFR630, 23USC106, BM A-2, DM 5.17, FHWA Policy Memo 11-13-98
HBRRP Discretionary Bridge Application	Prepare	Approve	Prepare	Approve	23CFR650.705
Program					
Bridge Design Manual	Prepare	Approve	Prepare	Approve	23CFR630, 23USC106
RIGHT OF WAY					
Project					
Hardship and Protective Buying	Prepare	Approve	Prepare	Approve	23CFR710.503
Functional Replacement	Prepare	Approve	Prepare	Approve	23CFR710.509
Federal Lands Transfers	Prepare	Approve	Prepare	Approve	23CFR710.601, DM 5.3.16
R/W Plans	Prepare/Approve	-----	Prepare/Approve	-----	23CFR710.203, RM 200.61, DM 5.3.12, DM 8.9
R/W Certification	Prepare	Approve	Prepare/Approve	-----	23CFR710.311, DM 5.3.15, RM 200.7.3
Conditional R/W Certification	Prepare	Approve	Prepare	Approve	23CFR710.311, DM 5.3.15, RM 200.7.3
Program					
R/W Manual and Updates	Prepare	Approve	Prepare	Approve	23CFR710.201, A-03-01 & 03
Property Management	Prepare	Approve	Prepare	Approve	23CFR710.409, B-03-01
FINANCIAL SERVICES					
Project					
Final Vouchers (project closure)	Prepare	Approve	Prepare	Approve	49CFR18.50
Cost Eligibility Determinations	Prepare/Submit	Approve	Prepare/Approve	-----	23 USC & 23CFR throughout, A-04-02, A- 19-01, A-29-02

Program					
Accounting Procedures	Prepare	Information	Prepare	Information	49CFR18, OMB Circular A-87, B-19-01, A-19-01, A-04-02
Internal Controls	Prepare	Approve	Prepare	Approve	23CFR140.803, 23CFR637, 49 CFR 18.20, A-01-05, A-22-04, A-22-09, A-29-01
Financial Accounting Manual	Prepare	Information	Prepare	Information	49CFR18
Federal-aid Billing	Submit	Approve	Submit	Approve	49CFR18, 23CFR635
Indirect Cost Allocation Plan	Prepare	Approve	Prepare	Approve	23USC302, 49CFR18.22
Cost Pools: Rate Methodology	Prepare	Approve	Prepare	Approve	49CFR18.22
Procedures for Donations on FA Projects	Prepare	Approve	Prepare	Approve	23USC323, 49CFR18.24, FHWA Project Development Guide, Chapter 6
Records Retention Procedures	Prepare/Approve	Review/Comment	Prepare/Approve	Review/Comment	49CFR18.42
PLANNING					
Project					
Project Level Conformity Approval (Clean Air)	Prepare	Approve	Prepare	Approve	40CFR93, 23CFR771, ITD Project Level Air Quality Analysis Policy
Program					
Scenic Byway	Prepare	Approve	Prepare	Approve	23USC162, A-09-11, B-09-11
STIP Approval	Prepare	Approve	Prepare	Approve	23CFR450.216 & 220
TIP Conformity Approval	Prepare	Approve	Prepare	Approve	23CFR450.216 & 220
UPWP Approval (MPO Work Plan)	Prepare	Approve	Prepare	Approve	23CFR420.111, 450.314
SPR Work Program Approval	Prepare	Approve	Prepare	Approve	23CFR420.111
Annual Planning Funding	Prepare	Approve	Prepare	Approve	23CFR420.109
Functional Classification Approval	Prepare	Approve	Prepare	Approve	23CFR470.105, B-09-02, A-09-02
Adjusted Urbanized Area Boundary Approval	Prepare	Approve	Prepare	Approve	23CFR470.105, FAPG G4063.0, B-09-02, A-09-02
CONSTRUCTION					
Project					
Change Orders	Prepare	Approve	Prepare/Approve	-----	23CFR635, Standard Specs Subsection 104, CM 104
Quantity Variance Requests (QVRs) (f)	Prepare/Approve	Information	Prepare/Approve	-----	23CFR635, Standard Specs Subsection 104, CM 104
Claims	Prepare	Approve	Prepare/Approve	-----	23CFR635.124, Standard Specs Subsection 105.17
Termination of Contract (all projects)	Prepare/Approve	Concur	Prepare/Approve	Concur	23CFR635, Standard Specs Subsection 104, CM 104
Final Estimate	Prepare	Information	Prepare	-----	23CFR635.123, Standard Specs Subsection 109.08, CM 109.08 & 111.04
Project Acceptance	Prepare (c)	Prepare (d)	Prepare (c)	Information (e)	23CFR635.101, CM 109.08

Program					
CA Manual & Updates	Prepare	Approve	Prepare	Approve	23USC106a, 23CFR630
CA Memorandums	Prepare/Approve	Information	Prepare/Approve	Information	23USC114, 23CFR1.3, A-01-22
New/Revised Standard Specifications (a)	Prepare	Approve	Prepare	Approve	23USC109a, 23CFR630.201, B-04-02, A-04-02
FHWA-47, Materials and Labor (all NHS Projects > \$1,000,000)	Prepare, Submit	Information	Prepare, Submit	Information	23CFR633.102, 23CFR635.126, CM 111.01
CIVIL RIGHTS					
Project					
DBE Good Faith Efforts	Approve	Information	Approve	Information	49CFR26, ITD DBE Plan, ITD Civil Rights Special Provisions
Changes in Use of Specific DBE on FA Contract	Approve	-----	Approve	-----	49CFR26, ITD DBE Plan, ITD Civil Rights Special Provisions
Approval of Trainees on FA Projects	Approve	-----	Approve	-----	ITD Contract Compliance Plan
Non-DOL approved Training Programs	Submit	Approve	Submit	Approve	23CFR230, Subpart A, App. B, ITD Contract Compliance Plan, ITD Training Provisions
Contract Compliance Review Reports	Prepare	Approve	Prepare	Approve	23CFR230 Subpart D, ITD Contract Compliance Plan
Show Cause Notice	Issue	Information	Issue	Information	23CFR230 Subpart D, ITD Contract Compliance Plan
Corrective Action Plan	Approve	Information	Approve	Information	23CFR230 Subpart D, ITD Contract Compliance Plan
Program					
Contract Compliance Plan & Updates	Prepare	Approve	Prepare	Approve	23CFR230, B-18-07, A-18-07
Affirmative Action Plan & Updates	Prepare	Approve	Prepare	Approve	23CFR230, Subpart C, A-18-09
Title VI Plan & Updates	Prepare	Approve	Prepare	Approve	23CFR200
Disadvantaged Business Enterprise (DBE) Plan	Prepare	Approve	Prepare	Approve	49CFR26
DBE Supportive Services	Prepare	Approve	Prepare	Approve	23CFR230, Subpart B
OJT Supportive Services	Prepare	Approve	Prepare	Approve	23CFR230.113
Contract Compliance Review Reports	Prepare	Approve	Prepare	Approve	23CFR230.409, ITD Contract Compliance Plan
Title VI Complaints Against ITD	Forward	Investigate/Prepare Report	Forward	Investigate/Prepare Report	23CFR200, ITD Contract Compliance Plan, ITD Title VI Plan
Title VI Complaints (all other)	Investigate/Prepare Report	Approve	Investigate, Prepare Report	Approve	23CFR200, A-18-10, ITD Contract Compliance Plan, ITD Title VI Plan
Americans with Disabilities Act (ADA) Complaints	Forward	Investigate/Prepare Report	Forward	Investigate/Prepare Report	23CFR200, ITD Title VI Plan
Civil Rights Special Provisions	Prepare	Approve	Prepare	Approve	
Training Special Provisions	Prepare	Approve	Prepare	Approve	23CFR230.111
CR-related Items in All ITD Manuals	Review	Approve	Review	Approve	
ITD Internal Employment Practices	Review/Prepare Report	Approve	Review/Prepare Report	Approve	23CFR230, Subpart C, B-18-07, A-18-07, A-18-02, A-18-06, A-18-09, A-18-10
ITD Title VI Activities	Review/Prepare Report	Approve	Review/Prepare Report	Approve	23 CFR 200; B-18-07; A-18-07; B-18-10; A-18-10; B-23-03; A-23-03; A-18-10

- (a) Joint responsibility Design/Construction
- (b) See FS responsibility for Prepare/Submit & Approval
- (c) Acceptance letter to contractor
- (d) Federal Aid Project Final Acceptance Report
- (e) FHWA processes final voucher based on ITD acceptance of project
- (f) FHWA Action for Full Oversight is approve QVR's above \$100,000 and determine participation for others

B- . . . = Board Policies
 A- . . . = Administrative Policies
 CM = Contract Administration Manual
 DM = Design Manual
 MM = Materials Manual
 RM = Right-Of-Way Manual
 TM = Traffic Manual
 ----- = N/A